

**UNITED STATES BANKRUPTCY COURT**  
**District of New Jersey**

**PROBLEM 1**

CM/ECF version 2.2 will not accept documents that include hyperlinks. Some footnotes created in Microsoft Word documents are interpreted by CM/ECF as hyperlinks. When attempting to file these documents you will receive an error message regarding “web references” and will be unable to proceed. Our information indicates that a fix is included in version 2.3, which will be released in late November.

Fix for MS Word 97:

- STEP 1        Click the “Acrobat” pull-down menu in MS Word
- STEP 2        Click “Change Conversion Settings”
- STEP 3        Click “Office” tab
- STEP 4        Click the box next to “Footnote & Endnote Links” to remove the checkmark
- STEP 5        Click [OK] button

Save the document again and convert to PDF.

**PROBLEM 2**

We are experiencing problems if a Microsoft Word user converts a document to PDF using the “Convert to Adobe PDF” button. To correct the problem using Acrobat 5 follow the steps outlined below.

- STEP 1        With the document open in Acrobat, click the TOOLS pull down menu
- STEP 2        Click PDF CONSULTANT
- STEP 3        Click DETECT AND REMOVE
- STEP 4        Click REMOVE
- STEP 5        Click the FILE pull-down menu, click SAVE AS
- STEP 6        Close and reopen the document

If you’re using Acrobat 6:

- STEP 1        Click the ADVANCED pull down menu
- STEP 2        Click PDF OPTIMIZER
- STEP 3        Click the CLEAN UP tab

- STEP 4        Place a check in every box
- STEP 5        Click OK
- STEP 6        Resave the document

The resulting PDF file is able to be successfully filed in CM/ECF

If you encounter either of the above problems and the fixes do not work, please contact Judi LeCompte at 609-989-2200 ext. 277 or [judi\\_lecompte@njb.uscourts.gov](mailto:judi_lecompte@njb.uscourts.gov).